

EXECUTIVE DEVELOPMENT PACKAGE & PROCESS INFORMATION



The promotion process for GS-15 career program covered positions includes a score for managerial competencies – one of the five Air Force approved “pillars” of professional credentials. (<https://www.afpc.randolph.af.mil/cp/cecp/procredentials.htm>)

To receive a managerial competency score, all permanent GS-14s or anyone eligible for promotion to a GS-15 CECFMT centrally managed position must participate in an interview as well as submit a written (narrative) package describing their experience in relationship to the five Office of Personnel Management (OPM) Executive Core Qualifications (ECQs):

- Leading Change
- Leading People
- Results Driven
- Business Acumen
- Building Coalitions and Communications

I. EVALUATION OF ECQs:

Narrative packages will be evaluated based on the following descriptions of the ECQs. Each ECQ has a maximum value of 10 points, with a total maximum score available of 50 points.

ECQ	Descriptions
Leading Change	Leading Change is the ability to develop and implement an organizational vision, which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity-to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity, and persistence, even under adversity.
Leading People	Leading People is the ability to design and implement strategies that maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.
Results Driven	Results Driven is the ability to stress accountability and continuous improvement, to make timely and effective decisions, and to produce results through strategic planning and the implementation and evaluation of programs and policies.
Business Acumen	Business Acumen is the ability to acquire and administer human, financial, material, and information resources in a manner which instills trust and accomplishes the organization's mission and to use new technology to enhance decision making.
Building Coalitions / Communications	Building Coalitions / Communications is the ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

II. WRITING AND FORMATTING INSTRUCTIONS:

Suggestions for getting started: Before you begin, review the CECFMT web page for Executive Development (<https://www.afpc.randolph.af.mil/cp/cecp/execassess.htm>)

- Review the narrative portion of the CECFMT Web-Based Training found at <http://www.afpc.randolph.af.mil/cp/ECQ/index.htm>
- Review the EAB Employee Handbook on the CECFMT website for a brief description of the ECQ's and some examples of "scoreable" versus "non-scoreable" narratives. <http://www.afpc.randolph.af.mil/cp/cecp/Documents/Employee%20Pamphlet%20-%202024%20Oct%2001.doc>
- For additional information, a description of specific experiences that meet the five Executive Core Qualifications (ECQ's) are described at <http://www.opm.gov/ses/handbook.html>

Now you're ready to write. Suggestions for writing your package:

- Read and follow instructions and guidance on format and page limit
- Use active voice in your narrative
- "Talk" your accomplishments
- Describe what you did and the results of your action (use "I" not "we")
- List one or two key challenges and issues – pick one and describe it fully
- Use the OPM examples only as a guide
- Finally, have a senior leader review your narrative package prior to submittal.

Formatting: Narrative packages must be NO more than three (3) pages! The board will only review and evaluate the first three pages. All packages must be formatted as follows:

- Margins: 1" all around
- Pitch/Font: 12 pitch, **Times New Roman** font
- Enter your full Name, Social Security Number, and e-mail address in the Header (above the 1" margin) on each page

Failure to follow these formatting instructions may result in part or all of your narrative package not being evaluated by the Executive Development Board. Any text beyond the allowed three pages will be ignored!

III. SUBMITTING YOUR NARRATIVE PACKAGE:

Candidates will submit their completed narrative package to their immediate supervisor for review and endorsement. The package must be transmitted electronically in a Microsoft Word document and in the required format.

For Supervisors: Supervisors should review and endorse the package before forwarding it electronically through their chain-of-command as described below. Additional endorsements in the chain-of-command may be included on an attached, plain sheet of paper with the package when it is forwarded. Packages with the senior functional supervisor endorsements are due to the MAJCOM/FOA/DRU not later than 21 Mar 05.

Packages will be submitted as follows:

- For Base-level & MAJCOM employees, supervisors send packages to their respective MAJCOM Civil Engineer office
- For HQ AF/SAF employees, supervisors will send packages to their respective 3-letter Air Staff or Secretariat office
- For employees in FOAs/DRUs, supervisors will send their applications to the functional 2-letter HQ office to which they report

For MAJCOMs/FOAs/DRUs: ECQ packages must be electronically forwarded to the CECFMT (afpc.dpkce.eab@randolph.af.mil) not later than close of business, 4 Apr '05.

IV. CANDIDATE CHECKLIST/MILESTONES:

ITEM	DUE DATE	COMPLETED
EMPLOYEE		
Self-nominate via the AFPC Employment Self-nomination website	17 Feb '05	
Submit executive core qualification (ECQ) package electronically to supervisor	*17 Feb '05	
SUPERVISOR		
Review/verify package contents/format		
Prepare/sign supervisor endorsement statement		
Submit package to MAJCOM / FOA / DRU officials	**21 Mar '05	
MAJCOMs, FOAs, DRU		
Collect packages from participants		
Submit to CECFMT NLT due date	4 Apr '05	

* Or an acceptable date established by the supervisor and organization to allow time for the package to be endorsed and forwarded to the MAJCOM/FOA/DRU.

** Or an acceptable date established by the MAJCOM/FOA/DRU to allow time for the package to be reviewed and forwarded to CECFMT NLT 4 Apr '05.